



Subject:

Alternative Life Skills Assessment Protocol

Additional Information:

A particular issue was identified as it relates to establishing a Life Skills Assessment date in the Interdependent Living tab in the Custodial Permanency Plan. The Permanency Plan in the current TNKids build requires a Life Skills Assessment date that pre-dates or equals the plan's date, and cannot be more than a year older than the plan's date.

There are two situations when it may not be possible to complete a Life Skills Assessment to comply with this system requirement, particularly for initial Permanency Plans:

1. When a youth is AWOL
2. When a youth is developmentally delayed to the extent that a specialized and clinically identified assessment must be recommended, and this cannot occur in sufficient time to establish this information in the required field.

Please utilize the following steps to ensure that the Permanency Plan can be completed:

- Request approval from the applicable Team Coordinator. The Team Coordinator will document this approval in TNKids.
- Once approval is granted, enter the plan's date in the Life Skills Assessment date field and adequately explain in the required areas why a life skills assessment could not be administered. This will allow the plan to be completed.
- Submit a Help Desk Ticket requesting removal of the Life Skills Assessment date once the plan is in Pending status. This will ensure that there is not an arbitrary date in that field.
- Once the Life Skills Assessment date field is adjusted, proceed to Approval.

These are the only instances that will warrant an override. The appropriate Life Skills Assessment must be administered at the first available opportunity, and the results utilized to complete the applicable sections of the Interdependent Living tab upon the next Permanency Plan review.